

EZSIGMA GROUP

Lean Yellow Belt Certification

“Certification is the formal recognition and acknowledgment that a person has demonstrated appropriate understanding and effective, practical application of LEAN methodology and key Lean concepts and tools. The act of becoming Lean Certified demonstrates that this person has delivered tangible, measurable improvement and is able to perform at a high level of excellence both personally and within their organization.”

eSigma Group

DESCRIPTION

Upon completion of your Lean Yellow Belt training you can continue your journey to become 'Certified'. This will place you among the small but growing elite community of professionals around the world who are distinguished in their ability as Change Management Leaders and Lean experts.

In accordance with generally recognized and accepted global standards for Lean Certification, three components must be successfully completed;

1. **Completion of a Lean Yellow Belt training program**
2. **Completion of the Lean Yellow Belt Certification Exam with a passing grade of 70% or above**
3. **Completion of a Lean Continuous Improvement Event**

Once these three (3) components have been reviewed and successfully completed you will be awarded your designated Certification.

OUTLINE

Completion of a Lean Yellow Belt training program. Training completed through one of three programs; Open Enrollment Blended, Quality Campus eLearning, Corporate onsite training.

Completion of the Lean Yellow Belt Certification Exam. The Certification exam is available online through the eSigma Quality Campus. This exam comprises of 30 to 40 multiple choice questions which are derived from the Lean Yellow Belt Body of Knowledge. The pass mark for all Certification examinations is **70%**. The exam is “open book” allowing you to access all the materials and tools that you would normally have access to when leading Lean event.

Completion of a Continuous Improvement Event. An *Event* is defined as having successfully completed a Kaizen Improvement Event which is adequately documented using the A3 format. These events can be one of the following;

- a. Map an existing process with a team, conduct an FMEA on that process and identify failures modes, and then implement an action plan to address one or more of the failure modes identified.
- b. Map and document an existing process that is deemed to be "poorly managed" or not "well understood", identify key performance metrics (ex. cycle time, error rates, frequency of request/transaction, etc.) and implement a "control plan" (INCLUDING PROCESS DASHBOARD) that will provide more transparency on the process, ultimately resulting in improved management, less variation, more proactive, less reactive, etc.
- c. Identify a 5S (workplace organization) opportunity and make it happen, including a post-project audit regimen.

A3 EVENT SUBMISSION FORM

Lean Yellow Belt

Project I.D.	Team Lead:
Start Date:	Team Members:
Planned End Date:	
Approval:	

Define Issue/Problem and Describe Current State: Gap between 'Current' and 'Desired Condition'. Who are the customers and how are they impacted and can you quantify? (Patient care, safety, time, cost, morale, etc.) Describe What, Where?, When?, How? Who are stakeholders? What are benefits of improving the situation? Typical tools: Value Stream Maps, Pareto, '8 Wastes', '5 Whys' **Go to the problem area!**

Analyze the Process and Identify Root Causes: Identify Waste Drill down to root causes. Typical tools: '5 Whys', Fishbone charts, Maps, Spaghetthis, Pareto. **Must involve process stakeholders.**

Desired Future State: How should the process be? What should it look like? Maps, diagrams, metrics (i.e. Patient care, safety, time, cost, morale, etc.)

Measure	Baseline (Current)	Target (Future/Desired)	Actual/To Date

Solutions: What key solutions/changes will be made? Will they address root causes? Do stakeholders understand, agree with, approve of solution and will they support and try it? What metrics can be tracked? Are rapid trials possible?

Resolution Action Plan: Who will do what by when? Who needs to be involved? (Stakeholders) Can rapid trials be done? What communication is required? Will actions address root causes? What metrics will be tracked? Can attach separate action plan sheet if necessary.

No.	Description	Resp.	Start		Finish	
			Plan	Act	Plan	Act

Results Verification and Benefits: How will we know if issue has improved/been resolved? Before vs. After results tracking of key metrics (First Pass Yield, Cycle time, mistakes, cost, level of waste, TAT, etc.)

Sustaining Actions: How will we ensure that the improvements are sustained? Typical approaches: Standardization, Documentation, Error-proofing, metrics, reports, compliance audits, training, 5S, visual management.

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Date